



**City of Quincy, Massachusetts
Purchasing Department
1305 Hancock Street
Quincy, MA 02169**

Phone: 376-1060

Fax: 376-1074

ADDENDUM NUMBER 1

BID/RFP TITLE: Transportation & Parking

DUE: FEBRUARY 8, 2018 @ 11:00 A.M.

PLEASE NOTE: The following **questions** were raised by a potential bidders. The City's responses to the questions are as follows:

- Q1) Do you have a requirement for the type of shuttle to be utilized? i.e. passenger size, ADA requirements, etc.**
A1) ADA accessible is required, but size of shuttle must be appropriate to handle our forecasted demand
- Q2) Is storage of the shuttles permissible on the city owned lots, or will off-site storage be required when not in use?**
A2) Shuttles can be stored on city owned/leased lots
- Q3) Is there an office or other enclosed space on the valet parking based Ross lot for valet attendants and vehicle owners to shelter during weather events?**
A3) An enclosure will be built to facilitate the valet operation
- Q4) You have listed the hours of 7-7, what days of the week will this shuttle run?**
A3) M-F
- Q5) Will the shuttle run on holidays?**
A5) No
- Q6) Will the shuttle run all year round or is there a seasonal slowdown?**
A6) Year round
- Q7) You have listed a concern about peak times of day. Are peak times consistent with a regular work day schedule such as from 7-9am and 3-5pm?**
A7) Yes
- Q8) During your peak time what is the expected ridership levels?**
A8) We will need to transport approximately 150 people to and from satellite parking facilities.
- Q9) On the valet service requested, with the garage at Ross being removed will there be any form of temporary building in place for a valet crew to operate out of?**
A9) Yes
- Q10) I have the same question on the peak time and expected ridership for the Valet service as well.**
A10) Valet times will likely be more fluid during the course of the work day.
- Q11) You have requested pricing on just one line. Can you explain what you are looking for in terms of price? I look at our services in increments of time, are you looking for a yearly figure, monthly, or weekly?**

A11) *We are looking for hourly rates for staff types. For shuttle vans, please show price inclusive of the van and the driver.*

Q12) You have designated out TPSP and shuttle vehicle rates on two separate lines, can you clarify what you expect on these lines? My company uses a pricing model based on time so I would price this service request on time needed to complete the request. I would use the distance as an internal cost factor in determining rate.

A12) *See response above*

Q13) You have requested to include a “list of hourly rates for all project staff, including a price per each shuttle vehicle”, are you looking to be made aware of what my internal rate of pay is for my staff?

A13) *No, we just need the rate the city will be billed for all staff types.*

Q14) What are the expected hours of operation for the shuttle service?

A14) *Please see details in RFQ*

Q15) Will the shuttles run on weekdays only?

A15) *M-F*

Q16) What is the expected "frequency" of pick ups and drop offs at each of the parking lots? Every 15? 20? 30 minutes? Does this frequency change during the course of the day?

A16) *Please see RFQ page 10*

Q17) What passenger capacity of the shuttle vehicles does the City envision being deployed on this project?

A17) *Please see RFQ page 10*

Q18) Is there a minimum number of shuttles that the City is requiring be available for this service? A18)
Please see RFQ page 10

Q19) Will the passengers be picked up "on the parking lots", or from the adjacent street curbside? A19)
Passengers will be picked up at an area designated at the intersection of Granite Street and Parkingway

Q20) What are the expected hours of the valet parking service?

A20) *Approximately 9a – 6p*

A21) Is there a plan to deal with "customer keys" left after the valet service has closed each day?

A21) *Keys left after the valet service has closed will be given over to the City lot attendant.*

Q22) What is the anticipated term/duration for these services? This will factor significantly into our pricing, as the longer the term of service the less expensive the shuttle vehicle cost will be.

A22) *Approximately 18-20 month*

Thank you.

PLEASE ACKNOWLEDGE THIS ADDENDUM IN YOUR BID

Kathryn R. Logan

**Kathryn R. Logan
Purchasing Agent**